

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – February 22, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9248	Advocate	Advocate Attorney II	Open Until Filled	\$68,453.23
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9239	Gaming	Administrative Secretary	Open Until Filled	\$12.51 hour
9230	Gaming— <i>NEW</i>	Inspector Project Assistant	Open Until Filled	\$39,406.91
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
9183	Prosecutor	Criminal Investigator	Open Until Filled	\$40,884.67
9182	Prosecutor	Prosecutor II	Open Until Filled	\$68,453.23

General Support Services

9023	DoIT	IT Project Manager	Open Until Filled	\$42,417.85
9203	DoIT	Lead Technician	Open Until Filled	\$18.56 hour
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9021	DoIT	Network Technician	Open Until Filled	\$19.99 hour
9022	DoIT— <i>RE-ADVERTISED</i>	Purchasing Agent	Open Until Filled	\$37,982.57
9236	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
9116	Facility Management	Facility Management Technician III	Open Until Filled	\$14.50 hour
9181	Grants and Contracts	Administrative Assistant	Open Until Filled	\$14.15 hour
9221	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour

Membership Services

9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour

Department of Human Services

9192/9193	Adult Protective	Group Home Worker (Occasional) (2)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9025	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9259	Child Welfare— <i>NEW</i>	Family Preservation Specialist	Open Until Filled	\$32,781.73
9217	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9128/9139	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$45,658.83
9142	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9098—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver (5)	Open Until Filled	\$11.90 hour
9231	Management of Health	Project Administrator	Open Until Filled	\$59,080.15
9245	Management of Health/OVW	Project Coordinator	Open Until Filled	\$49,147.45
9246/9247	Management of Health/OVW	Victim Advocate (2)	Open Until Filled	\$34,011.04
9126	Senior Services— <i>RE-ADVERTISED</i>	Adult Care Supervisor	Open Until Filled	\$37,982.57
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
Department of Education				
9213	Early Childhood	Cook (Sells)	Open Until Filled	\$10.52 hour
9214	Early Childhood	Teacher Aide (Sells)	Open Until Filled	\$10.52 hour
9215	Early Childhood	Teacher Aide/Driver (San Xavier)	Open Until Filled	\$11.61 hour
9054 9049 9040	Recreation—Site: Al Jek	Facility Management Technician I Principal Lifeguard Receptionist	Open Until Filled Open Until Filled Open Until Filled	\$10.26 hour \$11.05 hour \$10.01 hour
9108 9053 9050 9042 9039	Recreation—Site: Hickiwan	Building and Grounds Worker Facility Management Technician I Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support Recreation Aide	Open Until Filled Open Until Filled Open Until Filled Open Until Filled Open Until Filled	\$9.53 hour \$10.26 hour \$10.52 hour \$10.52 hour \$8.85 hour
9055	Recreation—Site: Pisinemo	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9051	Recreation—Site: San Xavier	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9052 9046/9048 9037	Recreation—Site: Sells	Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support (2) Secretary	Open Until Filled Open Until Filled Open Until Filled	\$10.52 hour \$10.52 hour \$9.77-11.33 hr
9178	Scholarship Fund	Education Assistance Specialist	Open Until Filled	\$14.15 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9179	Scholarship Fund	Education Assistance Specialist Site: Tucson	Open Until Filled	\$14.15 hour
9205	Scholarship Fund	Data Entry Technician	Open Until Filled	\$11.33 hour
9057	Vocational Rehab	Administrative Secretary	Open Until Filled	\$12.51 hour
9159/9160	Vocational Rehab	Vocational Rehabilitation Specialist (2)	Open Until Filled	\$15.62 hour
Planning/Economic Development				
9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9209	Planning/Realty	Land Acquisition Specialist	Open Until Filled	\$52,902.63
9212	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
9210	Planning/Realty	Secretary	Open Until Filled	\$9.77-11.33 hr
Department of Natural Resources				
9235	Cultural Center/Museum	Receptionist	Open Until Filled	\$10.01 hour
9249	Solid Waste	Solid Waste Laborer	Open Until Filled	\$11.05 hour
Department of Public Safety				
9200	Corrections	Corrections Support Specialist	Open Until Filled	\$14.50 hour
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9133	Law Enforcement	Financial Crimes Investigator	Open Until Filled	\$52,926.43
9234	Law Enforcement	Administrative Manager	Open Until Filled	\$50,990.48
9250	Office of Emergency Management—NEW	Training & Exercise Coordinator	Open Until Filled	\$52,902.63

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster". Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

FOR CLERICAL TESTING

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p**. If applying for any clerical positions please contact Human Resources @ (520) 383-6540 to **schedule an appointment**. **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!**

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**OTHER EMPLOYER'S RECRUITMENT****TOHONO O'ODHAM LEGISLATIVE BRANCH**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transcriber	Open Until Filled	\$27,195.00

Applications available at Legislative Administration Office, Sells, Arizona. For additional information contact Legislative Administration Office at (520) 383-2470.

UNITED STATES CENSUS 2010

<u>Position</u>	<u>Salary</u>
Part-Time, Full-Time, Office and Field Positions	Competitive Wages

For more information contact **Darra Lorentine** at (520) 216-8122 or 1-866-861-2010. Website: www.census.gov.

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
In-Home Counselor	Open Until Filled	F/T, On-Call, DOE

For additional information contact Jan Smith, Intermountain Human Resources at (520) 721-1887 extension 5208 or 5207. Website: www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **INSPECTOR PROJECT ASSISTANT**

SALARY: **\$39,406.91, PLUS BENEFITS**

OPENING DATE: **February 22, 2010**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: Tucson, AZ

STATEMENT OF JOB: To assure a high standard of integrity and honesty in all casino gaming operations and related support services. Provides regulatory oversight to the Nation's gaming operations by ensuring compliance with the Tribal Gaming Ordinance, Tribal/State Compact and its appendices. Provide support services for the Gaming Inspector Unit in an effort to coordinate Gaming Machine compliance testing. Assists in maintenance of vital information, records management, inventory and compiling of information for use by the Gaming Office staff. This position reports to the Inspector Project Manager and assists the Gaming Office staff as needed. Work is subject to rotating shift assignment. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associate's Degree in Business or Public Administration
Plus two (2) years of experience in a gaming device testing

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Capable of obtaining a gaming license from the Tohono O'odham Nation and certification by the Arizona Department of Gaming
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must be willing to sign a confidentiality statement upon hire
- Must successfully complete and pass a background investigation and fingerprint check

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: **PURCHASING AGENT**
SALARY: **\$37,982.57, PLUS BENEFITS**

OPENING DATE: **February 22, 2010**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/**Department of Information
& Technology**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information technology (IT) equipment, materials and supplies to the Tohono O'odham Nation by coordinating the procurement of goods and services according to established policies and procedures. This class specification as Purchasing Agent remains in effect; the duties are specific to DoIT to ensure the services according to established policies and procedures. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Business, Finance or related field
2. Plus two (2) years purchasing experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: **FAMILY PRESERVATION SPECIALIST**

SALARY: **\$32,781.73, PLUS BENEFITS**

OPENING DATE: **February 22, 2010**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: HHS/**Child Welfare**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides instruction to parents in individual and group settings in regards to parenting skills, child development, behavior management, and other related areas. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Associate's Degree in social work or closely related field
2. Plus two (2) years experience in providing counseling to children and families

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: **ADULT CARE SUPERVISOR**

SALARY: **\$37,982.57, PLUS BENEFITS**

OPENING DATE: **February 22, 2010**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: HHS/**Senior Services**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under limited supervision supervises the Adult Care services Case Management Program within the Tohono O'odham Nation to provide quality care of enrolled members. This includes supervision of case manager and oversight of authorized services to ensure appropriate and timely delivery of services; provide consultation, staffing, and internal monitoring of cases. Develop policies and procedures which provide consultation, staffing, and internal monitoring of cases. Develop policies and procedures which meet federal guidelines and Nation requirements. Serve as liaison with providers on clients' behalf. Assign cases, approve schedules, set up in-service training, and evaluate employees. Assist Division Manger in the implementation and operation of social services provided by the Nation. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Social Work, or Human Services, or related field
2. Three (3) years experience in Social Work or similar Medicare/Medicaid Program
3. Two (2) years management or supervisory experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: **TRAINING & EXERCISE COORDINATOR**

SALARY: **\$52,902.63, PLUS BENEFITS**

OPENING DATE: **February 22, 2010**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: **DPS/Office of Emergency Management**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Coordinate the training & exercise program in accordance to tribal, state and federal requirements. Assist in planning, directing, evaluating and administering training & exercise programs that test the emergency management and disaster preparedness plans and other relevant plans for the Tohono O'odham Nation. Provide assistance to non-public safety departments and communities in training and evaluating preparedness and response levels. Assist in developing and maintaining a comprehensive training plan which ensures federal homeland security mandate compliance and foster an environment of preparedness for the communities and programs of the Tohono O'odham Nation. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associate's Degree in emergency services or public administration or related field

Plus two (2) years progressive work experience in emergency management or related field

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Homeland Security Exercise Evaluation Program (HSEEP) certificate or ability to obtain within one (1) year of hire
- FEMA Master Exercise Practitioner certification or ability to obtain within eight (18) months of hire
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Pass a criminal background investigation and fingerprint check prior to employment

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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